

Los Alamos

NATIONAL LABORATORY

Memorandum

Security & Safeguards Division
Office

To/MS: Master Management/Administrative Support
From/MS: John E. Tucker, S-DO, G729
Phone/Fax: 7-5911/5-3810
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SUBJECT: PROCEDURE FOR ORDERING GENERIC BADGES

With the implementation of a new badging system, S Division is also unveiling a revised process for escorting uncleared individuals into security areas and issuing generic badges (that is, badges with no individual name on them) to be used by uncleared U.S. visitors for facility-specific areas of the Laboratory. Broadening a process that started several years ago in several Laboratory areas, all organizations will now be responsible and accountable for controlling access to their areas by uncleared U.S. citizens.

The Badge Office has developed two new designs, in keeping with the DOE requirements for the new DOE Standard badge, for an escort-required badge and an uncleared U.S. visitor badge. The escort-required badge is intended for use when bringing an uncleared U.S. citizen into a security area for official business. The generic uncleared U.S. visitor badge is issued in non-security areas that wish to control every person permitted into that area.

Each Laboratory organization having area-specific requirements for escorting or identifying uncleared U.S. visitors will need to order, through the Badge Office, its own supply of generic badges of these two types. Organizations will then be responsible for the control, issue, recovery, and reissue of these badges. These badges will have a unique number, for tracking purposes.

Two new forms will be used in conjunction with this procedure:

1. Laboratory Form 1801, Registration of Generic Badging Requirements, formally establishes with the Badge Office that a facility or program requires the use of a generic badge (either an escort-required or an uncleared U.S. visitor badge). It provides for the Badge Office a brief description of where the badge will be used and points-of-contact (POC) to ensure future request(s) are authorized or appropriate. This form only needs to be submitted to the Badge Office once, unless there are significant changes such as replacing a POC.
2. Laboratory Form 1802, Generic Badge Order, is used to request an actual order for generic escort-required or uncleared U.S. visitor badges. Once completed, the order request is submitted to the Badge Office, which will handle placement of the order with the vendor that has been selected to produce the badges. The minimum quantity ordered for an initial generic badge request is 25.

We suggest that organizations that will use generic badges begin registering their requirements with the Badge Office as soon as possible. Once Laboratory Form 1801 has been approved by the Badge Office, organizations may start placing their generic badge orders with the Badge Office.

Please contact the Badge Office (badge@lanl.gov or 7-6901) for questions about generic badges. For more information about the pending change in escorting procedures, contact S-2 at 5-7281.